

UR Docs Perceptive Experience (Online Version) Quick Guide

1. To access the online version of Perceptive Content please click on the following link:
<https://contentweb.cc.uregina.ca/experience/#login>
2. Your user name and password is the same as your Novell information. Once you enter in the information click Connect. This will take you to a home page that shows Capture, Documents, Folders, Tasks, and Workflow. You will click on Documents.
3. On the left hand side you will notice it has the exact same views as the Desktop version. If it does not please contact IT.
4. In the Search In Applications Bar at the top you can click on that window and the Add Constraint Menu will pop up. I prefer to search by Student ID as it is unique to each student. So click on the down arrow tab beside the Name option and choose Student ID. Then type the student ID in the empty bar to the left of the ADD button. Then click ADD. This will add the student's ID into the search bar at the top. Click Search. This should find the student you are looking for so click on the student to bring up their file.
5. The information should appear the exact same as the Desktop version and to navigate the documents you can click on the arrows at the bottom left of the page or at the top left of the page it will show the full page view and you can simply click on the page you wish to view.
6. To go back and search another student you can click on the left arrow at the top left on the menu bar. The previous student ID will still be in the search bar so be sure to click the x to remove that ID. Then start the search procedure all over again (Refer to #4).
7. If you wish to view all of the related documents attached to that particular student you will need to click on the icon near the top right of the page that looks like a piece of paper with bullet points. This button is called the Show or Hide Related Documents. A large window will appear at the bottom of your screen with a list of the documents available for view when you click on them. To hide this window you can click the Show & Hide Related Documents button one more time and it will disappear.
8. When you are finished with Content make sure to log out for security purposes. Click on the circle in the top right corner. This will give you three options to choose. The Wheel represents the Setting option, the Question Mark represents the Help option, and then the third option is the Power button. That one will disconnect you from the program and safely log you out.